

~~SECRET~~~~CONFIDENTIAL~~

TO: All Branch Chiefs

FROM: [REDACTED]

25X1A

SUBJECT: [REDACTED]

25X1A

25X1A9a

1. In order to provide better service to the Branches, full responsibility for acting and advising on personnel matters has been assigned to the individuals directly responsible for each function. Please direct your inquiries on such matters as shown below. [REDACTED] will continue to be available to discuss any special problem. All persons may be reached on Extensions - 8671 and 8672.

a. Actions, Status of Personnel Actions in Process	(Name of Person)
b. Assignments (Placement) (1) Officer	" "
(2) Clericals	
c. Contract Personnel	" "
d. Staff Agents	" "
e. Counseling:	
Recruitment	" "
Insurance	" "
Leave	" "
Discipline Cases	" "
Job Opportunities (Clerical)	" "
f. Fitness Reports (Due, or in process)	" "
g. Organization or Position Changes	" "
h. Position Evaluation	" "
i. Rotation	" "
j. Cover	" "
k. Training	" "

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